

Final Minutes



Martha Kostuch Legacy Workshop (MKLW) Organizing Committee Meeting #5

Date: Friday May 8, 2009

Time: 8:30 to 1:30 p.m.

Place: CASA large boardroom

In attendance:

Name	Stakeholder group
Carmen Gilmore	Alberta Energy
Ann Baran	Southern Alberta Environmental Group
George Murphy	Alberta Environment
Terry Sly	Alberta Water Council
Krista Phillips	CAPP
Kerra Chomlak	CASA
Kim McLeod	CASA
Jennifer Allan	CASA

George Murphy chaired the meeting, which convened at 8:35 a.m. Quorum was achieved. George welcomed Krista Phillips from CAPP, who has agreed to be the industry representative on the team after Wayne Hillier of Husky was unable to complete his term.

Action Items:

Action items	Who	Due
5.1: In addition to reserving the large Oxbridge boardroom, reserve three breakout rooms in the building for Dec. 3.	George	Before next meeting.
5.2: Arrange for the Matrix to provide a proposal for renting the Quartz room and a proposal for renting half of the Quartz room, along with two breakout rooms. This information will be forwarded to the team to make a decision on the next teleconference meeting.	Kim	Before next meeting.
5.3: Find out information about Grant MacEwan as a venue. This information will be forwarded to the team to make a decision on the next teleconference meeting.	Kim/Alison	Before next meeting.
5.4: Make the update on the Alberta Arbitration and Mediation Society consensus course a regular agenda item for all face-to-face meetings.	Project manager	Before next meeting

5.5.Update the draft budget.	Kim	Before next meeting
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1) Administration

a. Agenda/Objectives

The agenda and meeting objectives were approved.

b. Minutes

The minutes of Meeting 4 (April 16, 2009) were approved.

c. CASA update

- On May 7, the CASA board held its workshop on the recommendations from the Clean Air Strategy project team.
- At the June board meeting, the board will review the Ambient Monitoring Strategic Plan with input from specific stakeholders on short and long-term funding solutions.
- The Priority Setting Workshop for Ambient Air Quality Objectives is considering late October as a workshop date.

d. Action Items Follow-up

Action items	Who	Due
4.1: Check on venue availability for Dec. 1-2 and Dec. 2-3.	Kim	Done.
4.2: Test the potential workshop dates of Dec 1-2 or Dec. 2-3 with the industry representative to see if the decision can be made by consensus.	Kim	Done at meeting
4.3: Check with AEN for information on Juliana Birkhoff as a speaker.	Kim	Done
4.4: Check to see what services/time speakers offer for their fee.	Kim	Done
4.5 Try to get more information Lawrence Susskind and Dale Zaiser – especially an audio or video clip.	Kim	Done

2) Workshop Dates

a) The team discussed the following logistics around the workshop dates:

- Alberta Environment's Oxbridge boardroom is only available for the Day 2 event on Dec. 3 (it is not available on Dec. 2)
- The Oxbridge boardroom can hold about 40 people comfortably
- There are other smaller meeting rooms in Oxbridge that can be reserved for breakout groups
- It would be worthwhile to explore costs/availability associated with Grant MacEwan College - another potential Day 1 venue.

Decision: The team agreed to limit Day 2 participants to 40.

Action item 5.1: In addition to the large Oxbridge boardroom, George will reserve three breakout rooms in the building for Dec. 3.

3) Speakers

Kim updated the group on action items regarding the speakers. After a group discussion, some speakers were ruled out due to cost. Other speakers had been identified as more focused on training people in consensus, which is not necessarily the outcome of this workshop. Some speakers were identified as having more experience working with groups smaller than what we expect at our workshop. Two names were shortlisted for interviews with the team via teleconference.

The group also discussed the idea of having two speakers for the workshop.

One could focus on:

- where is consensus as a decision-making process moving into the future,
- what challenges does it face,
- how might the consensus process adapt in the future in the Alberta context

Another speaker, perhaps a cabinet minister, could focus on:

- what is government's view of the consensus process?
- is consensus continuing to meet government's needs?
- what is the future of consensus as a decision model in GoA?
- until now consensus has been practised in Alberta Environment, but with the Land Use Framework is there is potential for it to expand further?

The group felt the subject area for the speakers could be broad enough to have appeal outside of Alberta, but the portion where participants would share consensus experience would focus on Alberta. The following points were also made:

- Preference for a Canadian speaker
- Speaker would help all participants to understand the benefits of consensus go far beyond the immediate decisions/project a consensus group is making
- Can the keynote speaker be a resource to the team during the lead up to the workshop and possibly on both workshop days?

Decision: Two names of potential speakers were shortlisted for interviews with team members via teleconference in the next few weeks.

The team brainstormed the following questions to be asked of the two candidates:

- Please outline your previous experience speaking to large audiences, particularly as a keynote speaker.
- Generally, where do you see the future of consensus headed?
- What is your knowledge of consensus practice in Alberta? What resources would you like from the team to advance your knowledge base?
- Do you see the keynote address also addressing the objectives of the second day of the workshop? If so, how?
- Would you be available to work with the organizing committee on the program and/or to attend the second day of the workshop?

4) Venues

Kim outlined information about various downtown venues. Many don't have the room to hold more than 100 people comfortably. It was suggested we find out whether Grant MacEwan would be suitable as a venue. The team toured the Matrix and looked at the room that would be available on Dec. 2.

Action Item 5.2: Kim will arrange for the Matrix to provide a proposal for renting the Quartz room and a proposal for renting half of the Quartz room, along with two breakout rooms. This information will be forwarded to the team to make a decision on the next teleconference meeting.

Action Item 5.3: Kim/Alison will find out information about Grant MacEwan as a venue. This information will be forwarded to the team to make a decision on the next teleconference meeting.

5) Update on Alberta Arbitration & Mediation Society course

George gave the follow update:

- There is an advisory committee of consensus practitioners providing information to a consultant to develop a construction manual
- A pilot course will run June 25-26 to test the manuals (by invitation only)

Action Item 5.4: The project manager will make this update a regular agenda item for all face-to-face meetings.

6) Budget

The team reviewed the draft budget and asked for the following updates/revisions:

- Re-calculate the estimate for stakeholder support for the workshop. Assign an amount based on per person costs.
- Simple breakfast and lunch for Day 2
- Add team wrap-up get-together
- Add \$200 for a graphic designer to make brochures/poster for marketing
- Add \$2,000 - \$5,000 for facilitator-Day 2 and report writer

Action Item 5.5: Kim will update the draft budget.

Next Meeting Date

The next meeting date is a teleconference on Wednesday May 27 from 9-11 a.m. The team will finalize venue, date and speaker. A date needs to be chosen for a day-long meeting in June to discuss the program, audiences,

The meeting was adjourned at 1:30 p.m.